

**MINUTES OF THE SPECIAL JOINT MEETING OF THE NORTH COUNTY
LIBRARY AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
JANUARY 14, 2019, AT 6:00 P.M. IN THE LOS ALTOS LIBRARY
13 S. SAN ANTONIO AVE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:04 P.M.

PRESENT: President Cindy Hill, Secretary Suzanne Epstein, Courtenay Corrigan, Jan Pepper (arrival at 6:31 pm) and Neysa Fligor (arrival at 6:20 pm)

ABSENT: None

The meeting was called to order at 6:04 pm by Board President Hill, and she announced a few NCLA members would be arriving shortly after the start of the meeting due to other commitments.

Board President Hill welcomed everyone to the first study session hosed by NCLA. The purpose of this meeting is to meet each other and learn about each other.

PUBLIC COMMENTS

Dave Poulos – thanked NCLA for calling this meeting. Mr. Poulos asked NCLA to consider the following as they talk about hiring a consultant for assistance in a new bond measure: allow public members to be involved, consider the abilities and strengths of the library support groups, take action in a reasonable period of time and make use of the weekly Los Altos newspaper to keep the public informed.

Elayne Dauber – stated she is above average in knowledge and usage of the library. She has a lot of questions, including:

5. What's wrong – what is the library missing?
6. What do other communities have that we don't?
7. What programs cannot be run because of the existing building?
8. What's wrong with the infrastructure?
9. How much space will we need 10 years from now?
10. Will we need space for books, cds, dvds? [in 10 years]?
11. What will happen during rebuild?
12. How much more money will it take to run the new library?

She asked for answers in a community-specific way. Los Altos loves their libraries, uses them and supports them. The community has supported the libraries in 6 funding elections.

3. Introductions

Meeting participants introduced themselves and indicated which organization they represented at this meeting.

John Gerich – Los Altos Library Endowment (LALE)

Diane Schmidt – Friends of the Library (FOL), Task Force

Catharine Kristian – FOL, Task Force

Bob Simon – LALE, Task Force
Courtenay Corrigan – NCLA
Barbara Adey – Task Force
Cindy Hill – NCLA, Task Force
Margaret Brooks – FOL
Cynthia Wilson – Supervising Librarian
Robert Bevson – FOL
Suzanne Epstein – NCLA, Task Force
David Struthers, LALE
Nancy Howe, County Librarian
Judy Mitchell, LALE
Meg Gerstner, LALE

4. Presentation by NCLA Task Force

Task Force Vice-Chair Barbara Adey made a presentation with the following key points: We share a common goal of a new library for the communities of Los Altos and Los Altos Hills. The Task Force idea was initiated in December 2017 by NCLA to explore redevelopment of the Los Altos Library. Eleven members were appointed to the Task Force in July 2018 and represent an impressive cross-section of the Community.

The Task Force has identified the following:

- Reconfirmed the need for at least 40,000 square feet of space (current LA Library is 28,000 SF)
- New construction is the most cost-effective option
- 2-story is required, cannot expand outward
- Passing a bond is a strong option; first poll by Godbe Research indicated a bond vote would be just short by 4% of a super majority.
- We should pursue private-public fundraising. The community may be more willing to support a bond when private fundraising is part of the strategy.
- The Task Force needs to determine the best timing, develop a realistic budget, create effective messaging, navigate the ballot process and obtain community support.
- New libraries in the region have all used an outreach consultant to assist in developing a plan of action: Gilroy, Hayward, Belmont and Mitchell Park in Palo Alto.

Task Force achievements to date:

- Received commitment of \$150,000 from LALE to pay campaign expenses (which cannot be funded with public monies).
- Talked to 3 outreach consultant firms
- Met with community members and fundraising consultant on private fundraising.
- Drafted timeline and budget, developed communication plan, messages and materials
- Working on Frequently Asked Questions

Next Steps include obtaining an outreach consultant, establishing a date for a bond measure, clarifying legal and financial authority, gathering community input and executing a private fundraising campaign.

It will be important to confirm direction from the Los Altos Hills and Los Altos City Councils. There was strong support from both councils a year ago.

The Task Force will need 1) timely review and feedback from NCLA. Typically NCLA has held meetings only a few times a year; it will be important to have coordinated execution across all stakeholders. Additional parties to include in this process are the Los Altos Library Commission and Our Next Library Committee.

The Task Force is requesting 2) NCLA to consider funding for an outreach consultant, in the amount of \$75,000. This request was on the NCLA agenda 11/26/18. The Task Force asks 3) for a quick resolution to the question of legal use of public funds.

Who will the outreach consultant report to?

The RFP will be done by NCLA, the RFP has been drafted and is ready to go, it is just waiting on the funding decision. The oversight of the consultant by the Task Force with NCLA review. This is appropriate as NCLA has overall oversight of this process with Task Force conducting the work. This is similar to the committee structure in cities, which report back to the City Council. We do not want NCLA operating in a vacuum. It was pointed out the Task Force is represented by all of the library support groups in addition to the public at large. The Task Force members are responsible for keeping their own groups informed.

Friends of the Library presentation by Margaret Brooks: Thanks to NCLA for hosting this meeting, appreciate all of the work that has already been completed. The FOL raises money by sorting, pricing and selling book donations. When we've had elections, FOL has been involved in the education process. The FOL is very much in favor of redevelopment of the library. One constraint is the need to ensure support from both cities. City of Los Altos owns the land and building. In this process who controls money in building fund, who controls how and when it is spent? Once those are answered, our function will be to use our resources of funds and effort for education. We have already spent some money to fund needs assessment and feasibility study last spring.

LALE presentation by Bob Simon: LALE's enthusiasm parallels the FOL. If an outreach consultant is hired, some expenses can be covered by public, some private. On November 9, 2018 the Task Force asked for a commitment for private funding. On November 13, 2018 the LALE Board unanimously passed a motion to commit up to \$150,000 for tasks not funded by public funds to put a measure on the ballot. We reinforce Ms. Brook's presentation; LALE is 100% behind project.

5. Discussion

There is great appreciation of how hard people are working on this, we invite the other 2 entities to join this group effort.

What would "buy-in" from the cities look like? Is it a public vote by Council? Donation? It would be a public vote on record stating support of redevelopment of the Los Altos Library. The Los Altos City Council will need additional information: budget, timeline, approach. How will NCLA money be used? Will need to understand the purpose and role of the outreach consultant.

Boardmember Corrigan stated she would be happy to take a motion to Los Altos Hills Council. Is Los Altos committed to the library remaining in this location? Maybe that has been addressed in the Community Center building process?

Board President Hill gave a presentation to Los Altos Council in July 2018. With a change in Council now, need to refresh, confirm commitments with the Los Altos Council.

Will the construction process be managed by the City of Los Altos? If so, that needs to be communicated.

In 1993 Library redevelopment, NCLA went out for a bond measure. NCLA oversaw design approvals.

It was pointed out the City owns the land and building, so they will have oversight.

Can the parties raise enough money? Will the City need to designate funds from City budget? Is City staff able to take on this project? The less required of the City, the easier to gain City support.

The presentation to the City Council must be comprehensive, and explain how all the groups fit together, how this gets done.

What is the scope of the RFP for the consultant? Is a consultant needed?

That process is currently on hold pending decision on the funding questions.

NCLA Boardmember Corrigan offered to take an agenda item to Los Altos Hills Council on January 31, 2019 to ask for support of redevelopment of the library. This will be a request for broad, general support at this point. There will have to be further dialogue later with specific needs. A suggestion that the Los Altos Hills presentation occur before Los Altos.

Public Comment from Ms. Dauber: She was very involved in 1989, 1990. The City voted to expand the library. The only function of NCLA was bonds; place measure on ballot and administer the bond measure. After it passed, the City appointed a committee of residents to supervise the project. The Bond money paid a project administrator.

A question was raised of the County's involvement in other library redevelopment projects, and specifically in the City of Campbell.

County Librarian Howe stated the County is interested in decisions involving costs. County staff provides expertise in library design, function, services, and trends. An example is in Morgan Hill library remodel. Cities have stepped up and are doing construction.

One library has 51 different lights designed into the building, which makes it very hard to manage building operations. Input like this is very valuable. Operational knowledge of the facility is important.

The County Librarian stated the County staff opinion is advisory. Ultimately the City owns the building. More efficiency means putting resources into staffing and hours, not light bulbs. When asked to continue providing input, she indicated she has been attending Task Force meetings.

The County Librarian was asked when the consultants began work in Campbell. The bond measure was last November.

The County Librarian stated the City hired the consultant before the ballot measure. The Library District paid for a mailer for bond. The bond measure included police services and library. There was no campaign consultant, but rather volunteer effort.

Discussion moved on to delegation of duties. The Task Force is the place to start -- they develop a game plan, which is approved by NCLA. The Task Force has representatives from the stakeholders.

Is there a master plan? The Task Force has been at work on master plan, there is a role for everyone here.

NCLA needs to approve the Task Force budget. Then take the budget to the City Council. An outreach consultant needs to be hired to help with the master plan.

6. Summary and Next Steps

Board President Hill summarized the critical points of the discussion:

1. NCLA would like the consultant to report to NCLA, but delegate action to the Task Force
2. FOL available and willing to work with Task Force on outreach.
3. FOL needs commitment from both Cities to move forward. Who will manage funds if bond passes?
4. LALE approved up to \$150,000 for expenses for after bond measure. Also will lead private fundraising.
5. All stakeholders should meet periodically
6. Need buy-in from Los Altos Council. Want a motion that supports commitment. Same for Los Altos Hills Council.
7. More clarification needed of what each group will do and how will they will work together.
8. NCLA Boardmember Corrigan will take a request for support to Los Altos Hills Council.
9. Prepare a picture of all financing, who pays what.
10. NCLA President Hill will create a presentation for Los Altos Council
11. What can Los Altos Hills and Los Altos provide in tangible and moral support.
12. County Library District will provide knowledge – the more efficient the building, the more resources available for services
13. Need a gatekeeper on communication. Create standard messaging for all groups.
14. Need a masterplan – include public, private funding. A lot of work already on this.

Additional input from Boardmember Corrigan:

1. NCLA to give authority to Task Force to serve as Project Manager with some discretion
 - a. provide project roadmap
 - b. provide communication plan
 - c. provide master plan for fundraising strategy across all entities
2. Boardmember Corrigan to go to Los Altos Hills Council 1/31/19
3. Next NCLA meeting is 1/28 – approve tentative budget from Task Force.
4. Agendize presentation with Los Altos Council. Approve this library location, provide future support (define) if bond measure is approved.
5. Provide consultant to Task Force. But first need Los Altos approval. Hold on the RFP.

Question was raised about who is responsible for the existing building fund under LALE.

Mr. Simon stated the building fund of \$2 million would be dispersed in a cooperative way with the City for purposes of construction. Endowment earnings will fund the \$150,000 commitment. The Building fund could pay for architecture, design, etc. There is some flexibility, but these funds cannot be used for an outreach consultant.

7. Public Comment

Ms. Dauber asked that someone send answers to her questions.

DRAFT

Motion by Mr. Simon, second by Boardmember Corrigan to adjourn the meeting.

ADJOURNMENT

Adjourned at 7.32 pm.